BY ORDER OF THE SUPERINTENDENT

AIR FORCE INSTRUCTION 33-119

HQ UNITED STATES AIR FORCE ACADEMY
Supplement 1

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Communications and Information

ELECTRONIC MAIL (E-MAIL) MANAGEMENT
AND USE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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http://afpubs.hq.af.mil.

AFI 33-119, 1 March 1999, is supplemented as follows:

2.6.1. The 10th Communications Squadron (10 CS) is responsible for providing initial and refresher training to appointed Workgroup Managers (WM). Each WM is responsible for training personnel in their area of responsibility. Additionally, WMs are responsible for including in the training any additional policies imposed by their unit commander.

2.6.2. The United States Air Force Academy (USAFA) E-mail system is not an approved electronic storage media for E-mail messages which fit the description of an official record. An official record is a document, including E-mail messages, created in conducting official business that contains information necessary for the proper documentation of an organization's policies, programs, and activities. The originators of E-mail messages are responsible for determining if the messages they create meet this definition of a record and are responsible for assuring that an official record copy is integrated with the organization's official file, either by printing a copy or cross-referencing the record to the related records stored on different media in accordance with AFMAN 37-123, paragraphs 7.19 and 7.20. For additional guidance, see AFI 33-119, paragraph 8. As far as possible, limit the use of mixed media for parts of the same file. When similar records normally filed together are on mixed media (i.e., paper and electronic), provide as much integration of the records as possible by converting all the records to a single media. The preferred method of integrating records on the Academy is to print electronic records on paper. When in doubt, check with your records custodian or call the Academy Records Management Office at ext 3-2697 for additional guidance. Organizations must ensure record copies of E-mail messages are maintained in accordance with the requirements of AFMAN 37-139 and AFI 33-322. Special effort must be made to prevent destruction or disposition of E-mail records in mailboxes or on hard drives or diskettes prior to printing an official record copy.

2.6.3. Each unit shall add the requirement to out-process with the WM to their out-processing checklist. WMs will then notify the 10 CS Help Desk at ext 3-4357. Help Desk personnel will ensure the individual's account is deleted prior to the individual's departure.

2.8.3. Originators of E-mail messages sent in conducting official business that contain information necessary for proper documentation of an organization's policies, programs, and activities must ensure an official record copy is printed and filed in the organization's paper file and maintained in accordance with AFMAN 37-139 and AFI 33-322.

3.1.3. The maximum size of any external network mail transmission is 10 megabytes. This size limit is extremely liberal and personnel should try to keep mail transmissions under 1 megabyte. Users should also consider using file transfer protocol (FTP), or other more efficient methods of file transfer, when large data transmissions are required. The maximum size for internal E-mail attachments sent via Distribution A, O, P, or USAFA_ALL must be limited to 1 megabyte. All efforts should be made to direct E-mail recipients to a shared drive or web page to view attachments larger than 1 megabyte.

3.2.3.3. Each unit shall provide the names of their mailbox monitors to the Base Information Transfer Center (10 CS/SCBDB) and advise 10 CS/SCBDB on a regular basis of any changes, additions, or deletions.

3.2.3.3.1. (Added) 10 CS/SCBDB is responsible for managing Distribution A and O lists and monitoring and enforcing Distribution P and usafa_all policies and procedures. It is the responsibility of all USAFA-net customers to use the appropriate procedures, listed below, when sending E-mail on the USAFAnet. Each E-mail distributed by one of these lists must include an appropriate approval statement as the first sentence above the text of the message. For example: THIS DISTRIBUTION (O, A, P, or USAFA_ALL) MESSAGE APPROVED BY (name of commander, department head, or director).

3.2.3.3.1.1. (Added) Distribution A. This list is intended for all two-letter and tenant organizational mailboxes. Use this list for messages that require the direct attention of commanders, directors, and department heads.

3.2.3.3.1.2. Added). Distribution O. This list goes to all organizational mailbox accounts for follow-on distribution by organizational mailbox monitors to appropriate persons within their organization. When using this distribution, explain at the beginning of your message, under the approval statement, the group you are targeting at each address. This will greatly assist mailbox monitors in forwarding your message to the appropriate people. For example: "THIS DISTRIBUTION O MESSAGE APPROVED BY (Name of commander, department head, or director)" "PLEASE DISSEMINATE TO ALL RECORDS CUSTODI-ANS."

3.2.3.3.1.3. (Added) Distribution P. This list goes to all USAFA personnel <u>except cadets</u>. Only the Superintendent, Commandant, Dean of the Faculty, 10th Air Base Wing Commander, Preparatory School Commander, Director of Athletics, and their designated representatives are authorized to approve use of this distribution method. Use it only for disseminating urgent **official business** information that is time sensitive and requires the immediate attention of the majority of recipients.

3.2.3.3.1.4. (Added) Distribution USAFA_ALL. This list goes to every USAFAnet user, **including cadets.** Only the Superintendent, Commandant, Dean of the Faculty, 10th Air Base Wing Commander, Preparatory School Commander, and Director of Athletics are authorized to approve use of this distribution method. It is intended only for dissemination of urgent, critical information impacting all personnel; i.e., notices of road closures, weather-related restrictions or closures, impending disasters, or other topics deemed appropriate by the approving authorities.

3.2.3.3.2. (Added) The maximum size for any E-mail attachments sent via Distribution O, P, or USAFA_ALL is 1 megabyte. All efforts should be made to direct users to view the attachment on a shared drive or web page. Recipients of messages via the above distribution systems who feel the messages

abuse the system or do not meet the outlined criteria should immediately pass their concern to the listed approving official. When issues cannot be resolved between recipients and approving officials, 10 CS/SCBDB will be notified. Identified abusers of the above policies and procedures will be contacted by 10 CS/SCBDB and informed of proper E-mail procedures. 10 CS/SCBDB will report continued abuse to appropriate authorities for corrective action and possible denial of access privileges to the USAFAnet.

3.3.1.1.3. Any actions taken while intentionally trying to be anonymous or untraceable.

3.3.1.1.4. Transmitting obscene or pornographic material, "hate literature," chain letters, unofficial advertising, and soliciting or selling.

3.3.1.1.6. Use which is intended to interfere with, disrupt or damage network users, services, or equipment, including creation and propagation of software "worms" or "viruses."

3.3.1.1.7. (Added) Transmitting **any** classified information.

3.3.1.1.8. (Added) Violating E-mail distribution policies by improperly using Distribution A, O, P, and USAFA_ALL.

3.3.2. It is the prerogative of unit commanders, or equivalent, to identify and publish policy concerning limited personal use of Air Force E-mail systems, including E-mail news groups and list servers.

3.3.2.5. During those times of restricted or limited network bandwidth, such as those created by implementation of a continuity of operations plan (COOP), hardware failure, or downtime, the Network Control Center may implement a "minimize" condition for all network activities not critical to mission objectives.

3.3.3.1. Users who participate in external news groups or list servers using government equipment or identify themselves as an Air Force government employee in any way must clearly include the following statement in all messages:

> *This content does not necessarily reflect the opinions, standards, or policy of the*
> *United States Air Force Academy or the United States government*

5.3. USAFA E-mail accounts will comply with the following format:

Firstname.Lastname@usafa.af.mil

Cadets Only => CYRFirstname.Lastname@usafa.af.mil (YR = Cadet Graduation Year Group). Example: C00James.Jones@usafa.af.mil

If two people in your organization have the same E-mail address using these rules, add the number 1 after the last name to one of the addresses. For example: The E-mail address for Lt Col John W. Smith, DFCS, would be John.Smith@usafa.af.mil. If he were one of two people with the same name, his address would be John.Smith1@usafa.af.mil.

8.4.2.2. The USAFA E-mail system is not an approved electronic storage media for official records. See paragraph **2.6.2.**, this supplement, for guidance.

8.4.2.4. The standard capacity for each mailbox on any Air Force Academy exchange server is 25 megabytes. The capacity limit for wing and squadron commanders, or equivalent, is 50 megabytes per mailbox. All requirements to increase limits will be requested, in writing, by the unit or organization commander.

8.4.2.4.1. (Added) If a user must send a file exceeding the capacity limits, the user should send an E-mail with a shortcut to the file location on the N: drive. The WM will ensure the appropriate permissions are granted to individuals needing access.

8.4.2.4.2. (Added) Users may store mail in a personal folder on their hard drives, rather than the network exchange server, to save E-mail in excess of the server E-mail capacity.

8.4.2.4.3. (Added) 10 CS does not back up individual hard drives. Therefore, users should implement a backup strategy; otherwise, all E-mail will be lost if their hard drives fail. This could be as simple as copying the .pst file (the file holding your E-mail files) to an LS120 diskette. Further instructions for this procedure can be obtained from the computer Help Desk (10 CS/SCBNC).

9.4.2. Public Law 100-235, The Computer Security Act, requires sensitive information, including Privacy Act information, to be protected when transmitted over the Internet by either an NIST-validated or NSA-endorsed COMSEC encryption product. The Academy does not yet have approved encryption capability to protect Privacy Act information sent in this manner. Until this capability is obtained, individuals and organizations must refrain from utilizing this method of transmittal. An exception to this restriction is if the subject gives permission, in writing, to transmit his or her personal information in this manner. Privacy Act information **may** be transmitted over the Academy Intranet from one individual E-mail account to another for official business purposes. However, in accordance with DoD Regulation 5400.7-R, chapter 4, paragraph C4.3.3, *DoD Freedom of Information Act Program*, the message must be clearly marked "For Official Use Only" before the beginning of the message text. Never send Privacy Act Information to large personal or organizational E-mail groups such as Distribution A, O, P, or USAFA_ALL.

10.1. Contact 10 CS/SCBD for instructions.

10.2. Contact 10 CS/SCBD for further instructions.

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